



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

AUG 15 2017

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

Louise Wise
Deputy Assistant Administrator for Chemical Safety and Pollution Prevention
Office of Chemical Safety and Pollution Prevention
Environmental Protection Agency
Washington, DC

Dear Ms. Wise:

Senior management has approved your reassignment to the SES position of Deputy Assistant Administrator for Chemical Safety and Pollution Prevention (Management), ES-0340-00. This position is located in the Office of Chemical Safety and Pollution Prevention, Immediate Office. The official duty station for this position is Washington, DC.

The law establishing the SES requires that you receive written notice 15 calendar days in advance of any reassignment. This provision was established to protect employees by providing them with an opportunity to raise questions and issues to management, prior to a reassignment. This letter is your written notice of your reassignment.

Please indicate your preference and sign the enclosed acknowledgment. If you wish to waive the 15 calendar day notice period, we can make your reassignment effective August 20, 2017. If you have any questions about this conversion, please contact Howard Barnett at (202) 564-0394.

Sincerely,

Hitch Peabody, Acting Director
Executive Resources Division

Attachment:
Acknowledgement of Reassignment

ACKNOWLEDGMENT OF SES REASSIGNMENT

This is to acknowledge receipt of this letter informing me of my reassignment to the SES position of Deputy Assistant Administrator for Chemical Safety and Pollution Prevention (Management), located in the Office of Chemical Safety and Pollution Prevention, Immediate Office with an official duty station of Washington, DC.

I wish to:

wait the full 15 calendar day notice period prior to this reassignment. (please check block)

I wish to:

waive the 15 calendar day notice period and have the reassignment effective August 20, 2017. (please check block)

Signature:

Louise P. Wiles

Date:

8-15-17

Please fax a signed copy to Howard Barnett at (202) 564-9612.